# THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD
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## BOROUGH OF BRENTWOOD

## FEBRUARY 17, 2014 – AGENDA MEETING MINUTES
## 7:30 P.M.

**As part of Brentwood's continuing efforts to promote a Transparent Government as well as environmentally friendly initiatives, copies of the Reports, Bills, Resolutions and Ordinances will be provided on the Borough Web Site. www.brentwoodboro.com – As always, a description of the Agenda Items will be provided via the Council Fact Sheet. Note: Minutes will be provided on the web site once they are officially approved.**

### EXECUTIVE SESSION: 6:30 P.M.

1. **Call to Order.** The meeting was called to order at 7:45 P.M. President Vickless indicated an Executive Session was conducted prior to the meeting to discuss legal property matters, labor issues, personnel and other issues. No votes were taken.

2. **Pledge of Allegiance.** The Pledge of Allegiance was recited by all present.

3. **Roll Call.**

| Member | Present | Absent | Member | Present | Absent |
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| Mr. Trent | X | | Ms Fox | X | |
| Mr. Carnevale | X | | Mr. Schubert | | |
| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Daley | X | | Manager Zboyovsky | X | |

**Special Presentations**

a. Jim Price – CONNECT, public policy representative to build a better community around the City of Pittsburgh. Mr. Price distributed a handout to the Council and Mayor. Mr. Price reviewed the following:

- Urban Core Program
- 36 Municipalities involved
- Group Buying Purchases
- Renew Commitment from Mayor Peduto for Brentwood:
    a. Reverse Energy Option
    b. Sun Shot Program (Solar Energy)
    c. Consent Order Decree
    d. Comprehensive Report, (New leadership)

e. Borough Manager to be interviewed on what is good for Brentwood and submitted in the report

f. Work with PennDot on Highway Occupancy Permits

g. Create better Park and Ride places (Parking needed on the street for the park and ride patrons)

h. Duquesne Light and Penn Future (Savings on street lights LED)

i. Solar Energy Program (A 25% discount for residents)

**4. Public comments on Agenda items only. Please limit remarks to 3 minutes.**
President Vickless reviewed the public participation guidelines for Public meetings. Comments will now be heard on the following Action Items Only: 12h, 12l, 12m and 12 n.

**a. Stephanie Richards,** Lawnwood Ave., representing the BASA, regarding the permit policy. Requesting to meet with Park Director to review the BASA roster list and discuss scheduling; not comfortable with leaving it with the Borough.

President Vickless: This is a new policy and we understand the concerns and there will be an Affidavit will be signed and notarized. Maybe you could meet and do this over a few days, take you paperwork home and then bring it back.

Ms Richards: Referred to page 20 and 22 regarding the new policy.

President Vickless: Preference may be given to the longest organization, or to the largest organization, will be given the better times, not how much time, and the actual time slots.

**5. Communications.**

a. None

**6. Department and Borough Managers Reports: - (The Following Reports are provided on the Borough's Web Site.)** President Vickless stated the Council received a copy of each report and any comments or questions related to the reports will be taken during the Council meeting:

a. Public Works Department
b. Building Inspector – 2013 Annual Summary Report presented by Ralph Costa and Eric Peccon. Copy on file.

Mr. Carnevale: Do you answer all the telephone calls all the time?

Mr. Costa: Most of the time unless we are out of the office.

Mr. Carnevale: When you return to the office do you return the phone calls?

Mr. Costa: Yes.

Several Council members questioned Mr. Costa and Mr. Peccon on the 2013 Summary Report: Update on Landlord/Rental Registration Program, security when visiting rental properties, occupancy inspection, multi-rental units and duplex dwellings, etc.

President Vickless: The annual reports are basically a new process we decided to do this year to give a report and process on the people we have working here, what they do and what the job entails and what we spend our money on.

c. Engineer – 2013 Annual Summary Report presented by Vitali Alexandrov, Assistant DPW Supervisor, an engineering background, prepares and reads plans, prepares in-house projects instead of outsourcing major projects to Gateway Engineers which results in large savings to the Borough. Also supervises DPW employees and all projects on daily basis, answers residents complaints, etc. Copy of the report is on file.

d. Recreation – 2013 Annual Summary Report presented by Paula Simmons, Park Director, prepares contracts for several on-going free and paid programs for youths and residents of all ages, coordinates day trips, introduced Twitter/Facebook accounts for the Borough, also attends the EDS, BBOA, BBW and Park & Recreation Committee meetings, etc.

Ms Fox: How do you promote these programs?

Ms Simmons: Through the InCommunity Magazine, flyers sent home through the School District, on the website, Facebook and Twitter. Baldwin and Brentwood will be working together on several programs in the near future. Also working with St. Sylvester's school and notices in the church bulletin.

President Vickless: I want to thank Ralph, Eric, Vitali and Paula for doing a good job and submitting the 2013 Annual Summary Reports.

Mr. Carnevale: Questioned Ms Simmons regarding the basketball groups playing time, we only have one court and the schedule for June, July and August.

Ms Simmons: The coach is available for the times allotted.

President Vickless continued:

e. Police Chief
f. EMS
g. Brentwood Fire Department
h. Solicitor
i. Finance Report
j. Borough Manager

**7. President's Report –** President Marty Vickless will have a report next week.

**8. Mayor's Report –** Mayor Dennis Troy will have a report next week.

**9. Administrative and Finance Committee –** Mr. Dean Trent the following will be considered at the Council meeting:

a. Consider Minutes of the: January 6, 2014 Re-Organization Council meeting.

b. Consider Minutes of the: January 20, 2014 Agenda Council meeting.

c. Consider Minutes of the: January 27, 2014 Regular Council meeting.

Mr. Trent stated the Minutes were reviewed and the names of the former Council members were typed on the roll call areas, the former names are to be removed and the current Council member names inserted for the roll call areas and the Minutes submitted as revised.

Mr. Trent continued,

d. Accept the Treasurer's Reports for Periods Ending January 31, 2014.

e. Consider Manager's Report for the Period Ending January 31, 2014.

f. Consider ratifying of the bills from January 01, 2014 through January 31, 2014 from the following Borough Fund Accounts:

1. General Fund in the amount of **$333,927.36.**
2. Sanitary Sewer Fund in the amount of **$42,921.69.**
3. Brentwood Park Fund in the amount of **$20,405.54.**
4. Capital Improvement Fund in the amount of **$472,853.86.**
5. Liquid Fuels Fund in the amount of **$0.00.**
6. Non-Uniform Pension Fund in the amount of **$94.85.**
7. Police Pension Fund in the amount of **$26,831.48.**

g. Consider **Resolution No. 2014-18** – 2013 Tax Collector Exoneration in the amount to be submitted by Tax Collector Fay Boland.

h. Consider Authorizing the Advertising of **Ordinance No. 2014-1220**; PLGIT Membership

| Question By/Topic: | Mr. Carnevale: Do we want to go into this membership? We buy shares in the bank; you could lose money, no money is guaranteed. Secondly, when we give the people these cards to buy whatever they are allowed to buy, shoes, shirts, etc. I don't know if we want to have |
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| | these cards. Maybe we should be looking into their contracts and see how much money they are allotted every year and pay the money up front. If they are not dressed properly then we can send them back home. That is their responsibility. It is within the contract. Give them the $300 and they buy what they need; the responsibility is for them. I don't think it is our responsibility for us to have to go and get this card. I am against anyone having a card. That is my opinion. |

Mr. Trent continued,

i. Consider **Resolution No. 2014-19**; Authorizing Issuance of Individual Procurement Cards.

j. **Ordinance No. 2014-1222;** Amending in Limited Part, Chapter 167 – Sewage [Updates – Will need Solicitor Review then introduced at March 17, 2014 Agenda Meeting and]

President Vickless: Does anyone want to discuss the Sewage Ordinance?

Manager Zboyovsky: The PAWC previously handled the sewage program, now that it is amended to have the laterals televised for infiltration and up to the homeowner to make the repairs; it is Chapter 167 that is being amended, reviewed by the Solicitor and prepared for adoption at the Council meeting.

k. Other Items

**10. Public Works Committee –** In the absence of Mr. Rich Schubert, President Vickless stated the following will be considered at the Council meeting.

a. Accept the Public Works Supervisor's report for period ending January 31, 2014.

b. Accept the Engineer's report for the period for ending January 31, 2014.

c. Consider Resolution No. 2014–20; Sale of 1998 Chevy Dump Truck

d. Consider Resolution No. 2014-21; Sale of 1999 Chevy Dump Truck

e Consider advertising for Summer Public Works Employees. Applicants must be 18 years old and enrolled in college or equivalent full-time.

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| Question By/Topic: | Mr. Carnevale: I would like to have the age at 16 years of age.<br><br>President Vickless: This would be for the DPW, not the park.<br><br>Mr. Carnevale: Not all the summer help was 18 years of age. Is there any way and we discussed this, that we could bring our DPW people in on a Saturday, for approximately four (4) hours to do this work instead of hiring summer help?<br><br>President Vickless: That is a possibility to do that; we basically can do |

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| | it how we decide to. We talked about this before and earlier tonight, with the amount of work that we are looking for our DPW to do this summer, our regular crew who will be getting into the paper streets, into the alleys, on trying to clean up some parts of the Borough that are typically overlooked, we are looking for Vitali to have a priority list to do a lot of work that was normally pushed off and pushed off. Do we want the guys we are paying in our regular work crew doing the grass cutting and the minor activities, rather than have them spend their time, even if it was overtime, on more meaningful projects and on more worthwhile projects that improve the overall look of the Borough.<br><br>Mr. Carnevale: How much can these children be able to do? We are going to pay them $11.00 per hour? It comes down to basically cutting grass. Do we want to have them just cutting grass. Does Vitali have a vacation schedule? No more than two (2) at a time can go on vacation at one time. With 10 men, eight (8) would always be there. I can't at see why we can't put four (4) on a half day on a Saturday, patching the streets, to do whatever they need to do; the summer help can only do certain work. This summer is a particular summer and the park will be cut up pretty bad. Basically maybe only the ball fields will be cut; there wouldn't be too much grass to cut.<br><br>President Vickless: We budgeted for six (6) summer help in DPW; I do agree we need to think whether we need to hire six. Do we want to pay men by paying $15.00 to $22.00 per hour on over time to cut grass in the park. There are a lot more meaningful projects to be done in the Borough than cutting grass in the park. Maybe less than six (6) could be hired. Summer help can do it to free up our regular workers that need to be doing other work in the overlooked areas.<br><br>Mr. Carnevale: They cut grass and shovel snow; that is their job. They do what we ask them what to do.<br><br>Mr. Trent: Would it be possible to have the DPW identify all the projects and then determine the number of people to do that? Mr. Vitali and Mr. Mackewich are working on scheduling the projects now in time for the summer season. I would agree without knowing that if we could just use our existing employees and give them overtime to accomplish it and we would save. If there are other projects that we need their expertise and do projects that are more meaningful I agree.<br><br>Mr. Frombach: During the Park and Recreation Committee meeting last week, we had discussion on maintaining the facilities and doing more with the ball fields, maintaining them in a better situation; sometimes the fields are not mowed on a weekly schedule. I do object to pay time and a half to cut grass; when we could hire a college student, 18 or 19 years old at $11.00 per hour to do that. In my mind it is much more cost effective to do those jobs and have the DPW employees to do more skilled work on the streets, curbs, sidewalks, |

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| | that they can do.<br><br>Mr. Carnevale: I agree with some of the things you say. None of these students that are 18 are going out to drive the heavy equipment or get on the lawn mower to cut the fields. They are not trained and not equipped to do that; they would get hurt. Our DPW would cut the grass; there is no grass in the stadium to cut, so we put them out to cut the grass in the streets, such as Marylea Ave. You must have a supervisor with them all the time, there are certain things they cannot do.<br><br>President Vickless: I don't know if we need six (6) people to do that. There are some grassy areas in the park that need to be maintained, everything on the opposite side of the track going up the hill. It is rather a large area that needs maintained; the hillside on the other side of the field this year is going to be under construction. Throughout the park there are a lot of areas that need to be maintained better than they have been in the past. I don't want to take more people from the DPW. In the plan that Bob and Vitali is coming up with is something new, with the experience and knowledge of Vitali, it allows us to setup some different projects to see how it goes. This is something we can track this year and see if it is something that we need to continue in the future or if we need to hire summer help or not. I would hate to cancel it out and say we definitely say we don't need it; because in the past, even with the summer help we have trouble keeping up with what needs done in the park.<br><br>Mr. Frombach: I think if we let Bob and Vitali work out the schedule, let them tell us the number of people they need, they are on the job day by day and they know what needs done and what the projects are and the people we need to get them done; they will put the plan together as to what they feel is necessary to maintain the facilities in the Borough. There is a lot more than just cutting grass, there is a lot of trimming that needs done, and you don't use a lawn mower for that, it is hand work that can be done for thee individuals.<br><br>Dr. Pasquantonio: There are a lot of variables, we can't predict, you don't know what the weather is going to be, you don't know what they will be able to get done and what will not be done. I say you need to go in with a minimum staff to take care of those things; you have to project to get some of those details done. Don't hire too many and don't hire too few either, you don't know, you may still need more part time help to help the regular staff and then you have overtime.<br><br>President Vickless: We can have Vitali submit a schedule for the meeting next month with a list of projects on what the DPW will be doing over the next few months and show how many men are needed to do these projects and get them done.<br><br>Vitali: I will sit with Bob and create a schedule of projects for the |

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| | summer; however, it just came to me that we will be building two (2) dugouts that might take a month.<br><br>Mr. Carnevale: It may only take two days.<br><br>Mr. Frombach: I don't think it is up to Council to dictate how long it would take to do this or any particular project; that is why we have a Supervisor and Assistant of the DPW to work out the details.<br><br>Mr. Carnevale: We hold the purse strings and it should be done at a certain time.<br><br>Mr. Frombach: We hire people to do their jobs.<br><br>President Vickless: Mr. Carnevale you concerns are valid, without a doubt, we can have Bob and Vitali come back at the next meeting and we will see what they come up with and how many need to be hired. This is for advertising; it does not mean that we are going to hire anybody. We can come up with a program, with a basic program, take into consideration the weather, some framework on how many man hours we need to get the job done, keep up with the roads, sidewalks, with all that we are doing with the park renovations, the new DPW building. I hate to see anything being pushed off because we didn't want to hire an extra one or two guys to do summer help. Give Council a basic framework on what is to be done and how many people needed to get the job done.<br><br>Vitali: I will work on it.<br><br>President Vickless: Advertise for 16 years old or 18 years old. What are your comments?<br><br>President Vickless: Many years ago the summer help was at 16 years of age, they were seniors in high school.<br><br>Mr. Frombach: There are Child Labor Laws it requires they be 18; a 16 year old cannot perform certain functions. It also impacts with the insurance carrier to make sure of the coverage for worker's compensation and liability. Check with the insurance.<br><br>Dr. Pasquantonio: As far as the equipment that is concerned I think it should be 18 years old. There is a difference in working at the swimming pool and working with equipment.<br><br>President Vickless: Basically, our consensus is 18 years of age.<br><br>Mr. Carnevale: Do we know what we want to sell the trucks?<br><br>President Vickless: At the minimum bid of $10,000 for each truck, they are going to auction. If not, we can trade them in for the purchase on two new vehicles. The salt spreaders and plows are also being sold |

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| | with the trucks. |

f. Other Items

**11. Zoning and Ordinance Committee –** Ms. Stephanie Fox stated the following will be considered at the Council meeting:

a. Consider the Building Inspector's monthly report for the period ending January 31, 2014.

b. FYI – There will be no Zoning Hearing Board meeting in February.

c. FYI – There will be no Planning Commission Meeting in February.

d. Sidewalk Repair Program (Discuss)

Ms Fox requested Manager Zboyovsky explain the proposed Sidewalk program.

Manager Zboyovsky: This was first discussed at a department meeting and it was stated other communities have a Sidewalk Plan for their Borough. We pride ourselves with being a walk-able community; we started with a five (5) year plan for street rehabilitation, and we always questioned what to do about curbing. The Borough owns the curbing, the resident owns the sidewalk. We looked into the program in Mt. Lebanon and we can review their plan and possibly tailor it for our needs as far as inspection, identify the areas, rank the areas, and come up with a process that is best for the residents and homeowner and possibly be part of the road program. Options being the resident repair it themselves or have the Borough do the repair and the resident billed by the Borough.

Dr. Pasquantonio: In the city if your sidewalk is out of compliance, they come out and inspect it and you have so much time to repair/replace it. It is a hazard, residents are walking, and it is not unusual for the residents to maintain their sidewalk. We would need to make sure where there are sidewalks and we monitor the program. Can we require the residents to make the sidewalk safe?

Mr. Carnevale: That is a question for the Solicitor.

Mr. Costa: Sometimes a repair is done and lasts only one year; you need good quality repairs; we do cite the residents and notify the resident of the hazard. We get a lot of repair jobs for patching.

President Vickless: This is a voluntary item when paving the street use the contractor to have a savings; not to tell the residents they need to redo their sidewalk. This program was about volunteering that when we are doing streets and paving streets, the people have the opportunity to work with the contractor that is doing the street to repair their sidewalk. It is not us going to tell the residents they have to redo their sidewalk. There are issues where there are tree roots, and the sidewalk is broken up, we would then tell them they need to repair their sidewalk. This would give the opportunity for the residents to have their sidewalks repaired at a great cost savings when the contractor is in the area repairing the roadway. A discussion ensued regarding whether it would be a separate

contract between the resident and the contractor or if would make it part of the bid package, the resident would be notified if they want to participate, a cost would be determined from the bid and that is what the homeowner would pay.

Dr. Pasquantonio: So many of the sidewalks are put in and eventually become cracked, since this would be working in conjunction with the Borough, if something goes wrong with the sidewalk, can they make the Borough part of a lawsuit.

Ms Fox: No. We just offer it as a discounted rate per lineal foot, we offer the Borough's discounted rate; it is good for senior residents to save money and they don't know who to call.

President Vickless: There is a lot to look into this and it will need to come back to Council for review and approval. Next week we will have a motion to authorize the Manager to look into a program to collect data from other communities and come back to Council with a report.

Ms Fox continued,

e. Consider Ordinance No. 2014-1221, Amending in Limited Part - Revisions to Chapter 163 – Property Registration.

Mr. Peccon: There are two changes which is the time period we reduced from 45 days to 30 days; the main change is the complex referred to earlier, never in the rental program, we have no recourse to enter the property, we are proposing to authorize if an individual fails to enroll in the rental program, they do not pay the fee and consent to an inspection, instead of going to the magistrate because they lose their rental license, we authorize that the property be shut down as an illegal property rental, just as someone has an illegal business. The same property owners we have issues with them regarding sewage delinquency; with that we send notices and state we can shut down the utilities and shut down the premises. That is the only way that it works with this rather large property landlord.

Solicitor Daley: I would say this isn't being directed at anyone landlord, this would apply to everyone. This would be notice to vacate.

Mr. Peccon: This would be direct action taken to post the property to be potentially shut down and then have the landlord respond. We have five properties that fall into this category.

Solicitor Daley: On this particular provision to vacate, I don't know if that has been legally challenged. Other municipalities have adopted similar language on this. This is one of several things the Borough could do.

f. Other Items

**12. Park and Recreation Committee –** Mr. John Frombach stated the following will be considered at the Council meeting:

a. Consider the Recreation Director's monthly report for the period ending January 31, 2014.

b. Consider authorizing Borough Manager to advertise for part-time Park/Dek Hockey Rink Attendants.

c. Parks & Recreation Advisory Board By-Laws. [Review and Discuss]

Mr. Frombach: We have the proposed By-laws for the Park & Recreation Advisory Board; the Park & Recreation Commission reviewed it and we are now requesting comments and questions on the By-laws.

Solicitor Daley: The copy I have is not legible.

Mr. Frombach: I wanted to look more thoroughly to the appointments and the different groups that are represented. At the end it talks about amendments by the majority vote of the commission. The Council will make any amendments; it must come back to Council as Council has the authority to control the Board. This has to be amended prior to approval. There are also typographical errors and it refers to City Hall. This needs to be reviewed and revised prior to approval.

President Vickless: Referred to Section III, Article I regarding vacancies needs to be addressed. I would like to one association appoint someone and if they are not showing up, and not doing what they are suppose to be doing, why are we going back to them at the same organization that is not going to do what they are suppose to do. If they can't control the person to get the person to appoint to the meetings, why are we going to go back to that! I think for the remainder of the term for Council to appoint and fill that vacancy at our discretion.

Solicitor Daley: If you approve the By-laws, it is up to Council to amend the By-laws.

Mr. Carnevale: There are eight (8) members; I think it should be seven or nine, an uneven number for voting purposes.

Mr. Frombach: We should get recommendations and Council appoint all the members of the committee from all the organizations, BAA, BASA, DUKES, and BATA be appointed and voted on by Council.

President Vickless: This will be referred to the Park & Recreation Committee for review and discussion at the Committee meeting on Monday, March 10, 2014 at 7:00 P.M.; tonight's comments are noted and will be discussed at the meeting.

Mr. Frombach continued,

d. Intergovernmental Agreement with Baldwin Borough to Share Recreation Director – [Update]

Mr. Frombach: The Agreements are being worked out between Brentwood Borough and Baldwin Borough and will be ready for review by the Borough Managers and the Borough Solicitors of each community; the draft will be prepared for the March meeting. It is an Intergovernmental Cooperation Agreement.

Manager Zboyovsky: They have already agreed for the Brentwood residents to use the Baldwin swim pool for the 2014 summer, at the same rate as Baldwin residents and any other activities, and vice versa.

Solicitor Daley: There may be the necessity for an ordinance, and it would have to be advertised.

Mr. Frombach continued,

e. Consider authorizing the Borough Manager and Borough Solicitor to prepare an Ordinance– Amending In limited part Chapter 70 of the Brentwood Borough Code pertaining to Alcohol permitted in the Civic Center.

Mr. Frombach: This came up at the Park & Recreation Committee meeting last week, regarding the lack of use of the Civic Center; many times residents call to use the Civic Center for a graduation or bridal shower and ask if alcohol is permitted,; when stated that alcohol is not permitted, they go to another venue. We are looking at the possibility of allowing alcohol consumed in the Civic Center only; this would be under very strict guidelines and regulations, to obtain funds from the use of the building. It would be controlled; we need it have police or people that utilize the facility hire on off duty police officer to be at the site at the time of the event. The Borough Manager and Solicitor will review this.

Mr. Carnevale: Is this hard liquor?

Mr. Frombach: Yes, for any type of alcohol. This came up because the 4th of July Committee recently had their fundraiser event at a facility in Baldwin Borough in order to have alcohol served at the event; we couldn't use our Borough facility because alcohol is not permitted. That question was raised tome because Brentwood went outside the Borough to have the fundraiser with alcohol.

Ms Fox: The hardest part is monitoring it; remember it is in the middle of the park and you have the pool area, the playground, etc.

Mr. Carnevale: We really need to look at it.

President Vickless: When we begin to discuss this, we can limit the times when alcohol would be served; limit the days and times to minimize any exposure at the Civic Center.

Mr. Frombach: We will look into this, it is not ruled out, we will look at it again and see how other communities control the use of alcohol and review their guidelines, etc.

Solicitor Daley: When talking about alcohol, is this alcohol free of charge?

Mr. Frombach: Yes.

Solicitor Daley: There is a difference in the licensing.

Mr. Carnevale: This is going to be a hard to sell. Many years we have not had alcohol and you are going to hard liquor near the park. I don't know if you want to do that.

Mr. Frombach continued,

f. Consider purchasing a Scoreboard for the Dek Hockey Rink.

Mr. Frombach: Ms Simmons has received proposals from several vendors and her recommendation is to purchase a Scoreboard for the Dek Hockey from Vis-sign at the estimated cost of $15,000.

Ms Simmons: If we look into it they give a discount when we select a model.

Mr. Frombach: Are they under the cooperative purchasing contract? CoStars?

Ms Simmons: Yes.

Mr. Carnevale: We should be looking into it to purchase for the stadium.

Mr. Frombach: If we are to expand this to the stadium and Dek Hockey we need to go to the other vendors, Nebco, ISI and get proposals.

Mr. Frombach: At the BPI meeting, the decision was since the Borough was looking at the Dek Hockey sign they decided to dedicate their funds to the next item on the Agenda which would be the playground project area.

Mr. Carnevale: This is what I don't understand. We will have to get to the BPI a little bit more, where they dedicate their funds. I was on that committee a long time; they are there to raise money for us. They have a Resolution within this Borough and I told them many times to read the Resolution. Once they went into that Resolution, they don't dictate to us where they put their money. They should have to put the money up and if we need money to help pay for this, if they have money they should put the money up and not dictate where they will use the money. That is money suppose to be raised to help us, not for anybody to dictate. It comes to a point now; that this is going to have to come to a head. The BPI is always ready to dictate. I am the only one that wants to bring it up. This has to be brought up, they do not dictate to us. I told them many times before; they are behind the eight ball. Council dictates; not them. If they don't know the Resolution then they better start looking at something else.

Dr. Pasquantonio: Have we looked at other companies to do that?

President Vickless: That will be discussed a little later.

Mr. Frombach: Several vendors, Coke and Pepsi, in the past would sponsor scoreboards/signage; lately they have backed away from this and naming rights. You may be able to obtain a grant from them.

Mr. Carnevale: We should consider bids from everybody.

Ms Simmons: I think we should go with a temporary since the Dek Hockey starts in April.

Ms Fox: Keep in mind, there is an eight (8) week lead time on the signs. If we have to purchase both at the same time, or would we see a cost reduction on the purchase of stadium scoreboard. If we have to purchase both at the same time, obviously, we will have to do something in the meantime. If we could work out a deal where any savings would just be passed on to our purchase of the stadium, then we could order the Dek Hockey one.

Mr. Carnevale: We need the second clock still need wireless mounts. We should look into everything, the play clock, etc.

Mr. Trent: Since you are looking into the stadium for the first time, can you make sure they give us deadlines to make sure the last time for purchasing is so they can be installed by August 1, 2014 and to make sure it is full installation. We don't want to go into the school year without it.

Ms Simmons: I will make sure of the full installation.

Mr. Frombach continued,

g. Review Playground Designs [Discussion]

Mr. Frombach: Paula has been meeting with various vendors looking at playground equipment.

Ms Simmons gave a discussion/update on playground equipment: Community Build, Game Time, Play World and Berk. Paula will recommend Council keep all the playground equipment in one area.

President Vickless: When are we looking to purchase the equipment?

Ms Simmons: We need to know where and what you want before moving forward with the playground.

President Vickless: Paula will email Council the information on the individual companies and the playground equipment. I am requesting Paula come back with a recommendation where you think it would fit and what space you need and you have to consider the new ADA walkway and to come back with a plan.

Mr. Carnevale: It was discussed a long time ago about splitting the area for the playground with young children on one side and the older children on the other side.

President Vickless: I think because the ADA access ramp coming down to get to the park, the stadium and pool will take up some of that space. That is why I want Paula to come back with a plan to make sure the playground equipment fits in with the ADA ramp area, walkway, and we

will be re-doing the parking lot near the Civic Center and another sidewalk coming down near the ADA area near the current playground area, etc.

Ms Simmons: It is highly recommended that you keep all playground equipment in one area on one side altogether; I need to know exactly where you want the playground and equipment located because it is required to provide two (2) accessible routes for each playground.

Mr Carnevale: Put everything on the left side and we will remove the pavilion.

Mr. Frombach: As stated, we will have Paula come back with information on equipment and vendors to be discussed at the Park & Recreation Committee meeting on March 10, 2014 to get some ideas on how this playground area will be worked out.

Mr. Frombach continued,

h. Consider awarding the 2014 Stadium Demolition Project to _____, for $_____.

Mr. Frombach: The bid document opening will be Wednesday, February 19, 2014 at 10:00 A.M. at the Borough Building, Council is invited to attend. We summarize the bids and will have information to present to Council next week to proceed with the demolition as expeditiously as possible.

Mr. Trent: With the demolition are we seeking one cost with a reduction in the expense because the contractor will able to recycle the aluminum or have we looked into having the DPW remove the aluminum and recycle it for the benefit of the Borough?

Manager Zboyovsky: This was discussed by the DPW Supervisor and J.T. Sauer and it was determined to be more beneficial to include it into the bid and we will receive much more competitive bids. The best bet would to have them do it all.

Mr. Trent: I understand that; do we have an understanding of the cost of what the aluminum is worth to recycle it ourselves to know the reduction of the bid is close to value that we are going to be giving to a contractor to remove it.

Mr. Carnevale: We would have to look at how many pounds of aluminum are down there. Also, what is the rate per pound of aluminum? I think it is low.

Mayor Troy: You have to take into consideration the storage of the material, transportation and the in-house demolition; with my experience of construction/demolition, put it into the bid, they are going to recycle it, and it is already factored into the proposal. My suggestion would be to go that route.

President Vickless: We may be able to make a little bit more money recycling it ourselves; but then we have the storage, transportation and in-house demolition, time and effort to pay the DPW, is it worth it and would we actually make more money.

Mr. Trent: That is the question I have. That is fine if its better, but I just want to know what those numbers are. I want to know what the aluminum is worth. For all I know there may be $100,000 worth of aluminum setting down there and they give us $20,000 off, to me it is not a deal.

Mr. Frombach: Unfortunately you won't have contractors on a bid give you that kind of information; that is their business and they are not going to share that information with another contractor, if you have four or five contractors, because they may deal with different recycling companies.

President Vickless: We should be able to figure this out.

Mr. Trent: If we cannot figure it out, I am curious that if get a separate contractor that will give us a price on just doing the aluminum and reduce the deconstruction by taking out the aluminum. I just don't want to forego it and pretend it is not there. To me, that is money the residents deserve to have used toward this project; I just want to make sure it's been accounted for.

Mr. Carnevale: It will be hard because nobody knows what the weight of it is.

Mr. Trent: We would have to take one section off to get the weight. Discussion ensued regarding the length of the aluminum sections and estimate on the weight, etc.

Mr. Frombach: What you will be facing, they are going to award this contract next week; this will be a major issue of manpower. They will load the aluminum in stacks, the DPW will have to transport it, store it, it will affect the DPW manpower from the Borough roadways, etc. Demolition contractors take that into consideration and they will give us the best price. The longer we delay the demolition of that we are in jeopardy of not having the stadium ready for the fall season.

Mr. Frombach continued,

i. Consider authorization of the Construction Bid Documents associated with the Press Box/Bleacher/Concession Stand Project as prepared and presented by J. T. Sauer & Associates.

Mr. Frombach: We will have all these final documents ready to go out for bid for that part of the project.

j. Naming Rights Policy [Review]

Mr. Frombach: In November we had all the paperwork turned over to the Solicitor for his review, to ensure that we are not doing anything illegal, etc.

Mr. Carnevale: What do you want to do with the naming rights money that has already been collected by the BPI?

Mr. Frombach: I don't know if they collected, I have no idea.

Mr. Carnevale: They have it for the basketball court. There are certain things that we have to look into this. I know they have that money, the BPI when they were talking about the naming rights. There is the BPI policy and it looks like the dollar signs are the same, the dollar signs came from the BPI; these are the same amounts the BPI put up.

Manager Zboyovsky: Apparently the BPI came up with all the fees.

Mr. Carnevale: I know they have monies for the basketball court. Like I said certain things should be cut loose from those people, beginning with the naming rights now.

Mr. Trent: In regard to the naming rights, I think some of these fee amounts are outrageous.

Mr. Carnevale: I understand that, when they were doing this, I think they were going for vendors like Pepsi or Coke; now I guess we are going to look at look at it different and possibly other larger vendor, Iron City or somebody. You can't stop them; you have to give everyone the right.

Solicitor Daley: I drafted some redlines for the policy.

Mr. Carnevale: If we are going to let them drink in the park, why can't they advertise?

Solicitor Daley: With respect to advertising, naming rights, the community sponsorship you have standards in place to make it clear this is for commercial purpose and that you are not getting into political speech, religious speech, and you can ban certain advertising for certain industries such as prime vendors for tobacco and alcohol. Generally, municipalities don't want where you have kids playing ball on fields where you have a beer company or tobacco advertising their products. If you have standards concerning what you are going to permit and what you are not going to permit and those standards followed consistently, those are most critical things for a naming rights policy. When at the Park & Recreation Committee meeting last night, what organization do you give a preference for purposes of letting them use a room for whatever; buy in the area of Borough facilities, naming rights and advertising, if you make it clear in that you are not intending to make it a "public forum" for certain advertising. You apply it consistently, some of the exclusions, libelous, slander, unlawful, fraudulent, sexually explicit advertising, violent advertising, vulgar language, etc., (At this time Solicitor Daley was reading from the proposed Naming Rights Policy.) Keep in mind, naming rights for a field, the naming rights for a ball field fence that is not the same thing as the "Town Hall Square" or something open for free expression all the time. These are all Borough facilities and you have to look at the forum in terms of the exact facility itself. You have this policy and you start applying it unevenly, and allow one group to put in one political message in, you open yourself to everybody. You need standards and to apply the standards consistently.

Mr. Carnevale: This is all from the BPI; this also is a lot of money, $25,000, $50,000.

President Vickless: We sent this to the Solicitor for review. It came from the BPI they put together the information; Council reviewed it made changes and forwarded to the Solicitor to review. We didn't touch the money; we wanted to see what we were allowed to do, when we find out what we are allowed to do, we will come back and put a price on it at that time.

Mr. Frombach: Some of these numbers are way beyond that anybody is willing to commit to.

President Vickless: One of the things we talked about was not putting prices on things and allowing people to come in and make us an offer. Whether it works or not or whether it is a good idea or not, I don't know.

Mayor Troy: We talked about the baseball fields and they said they are offering naming rights for the stadium itself; and they are going to maintain the name of the softball field which currently is named Tepsic and the Little League field, classified as a softball field, which is Kaiser, Radisson field is baseball and the other fields are Tee-ball fields. It doesn't say about the Stadium which it currently has a name as well.

President Vickless: Council decided, I don't know if this was voted on, it was the feeling of Council at the time, when we were talking about naming rights policy that things that had been named by previous Councils like Kaiser Field, Tepsic Field and the field named after your father Herby Troy, we were not going back to change any of that. These fields are not available. That is all part of something that was well deserved by the people that had something named after them. This would be for other items available to be named, the Stadium. This was discussed at length about not undoing what a previous Council did in terms of recognizing individuals that deserved it.

Mayor Troy: I appreciate that. Just for the sake of uniformity in the presentation, we can put that in there. Yes.

Mr. Trent: In regard to you not changing things from the past, I don't know if anyone spoke to J.T. Sauer, or if you walked the park, I know there was a bench named for Mel Urquhart. I want to make sure that will be relocated and the other things that will be there.

President Vickless: Anything that was there or is still there will remain or be relocated to another area in the park.

Ms Fox: Are these potential costs right now? Are these lump sum costs? Are sponsors or co-sponsors allowed to make payment?

Mr. Carnevale: I would say this was for a monthly payment.

President Vickless: How it was explained by J.T. Sauer, a lot of communities go to a bank that handles this, produce a contract make a monthly or annual basis and collect the money for us. Obviously they take some percentage of it and the Borough gets the money.

Mr. Frombach: If you have any comments please submit them to the Manager and we will consider and review at the Park & Recreation Committee meeting.

President Vickless: A Special Naming Rights Committee will be set up to move forward: Ms Fox, Chairperson, Mr. Frombach, member and Mr. Trent member.

Mr. Frombach continued,

k. Consider **Resolution No. 2014-14**, Amending the Brentwood Borough Facilities Rental Policy.'**[ACTION ITEM]**

***Mr. President, on the recommendation of the Parks & Recreation Committee, I move to adopt Resolution No. 2014-14, Amending the Brentwood Borough Facilities Rental Policy.***

| Motion By: M-1 | Mr. Frombach | | | | |
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| Second By: | Mr. Carnevale | | | | |
| Member | AYE | NAY | Member | AYE | NAY |
| Mr. Trent | X | | Ms Fox | X | |
| Mr. Carnevale | X | | Mr. Schubert | | |
| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Daley | X | | Manager Zboyovsky | X | |

President Vickless said, "Motion carried." ALL AYES.

l. Consider the voiding of all existing Field Permits and pending applications for Field Permits. (Note: Request that all affected parties be notified and sent new permitting policy and application.) **[ACTION ITEM]**

Mr. Frombach stated, "The motion on the Agenda will be void and the following is a new motion."

***Mr. President, on the recommendation of the Parks & Recreation Committee, I move the Borough direct letters to holders of all existing Field Permits and pending applications for field permits on all Borough ball fields informing them that the existing permits and pending applications are not recognized and that new applications will have to be submitted.***

| Motion By: M-2 | Mr. Frombach | | | | |
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| Second By: | Mr. Carnevale | | | | |
| Member | AYE | NAY | Member | AYE | NAY |
| Mr. Trent | X | | Ms Fox | | |
| Mr. Carnevale | X | | Mr. Schubert | X | |

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| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Ayoob | X | | Manager Zboyovsky | X | |

President Vickless said, "Motion carried." ALL AYES.

m. Consider entering into an Agreement with David York Sports for the furnishing of Heavy-Duty I-Beam grandstands and Press Box (via COSTARS #DYSI30166+PB) with powder coated aluminum front skirt in the total amount of $479,683.00 and adding a metal panel siding on the press box with brick fascia below the window for an additional $11,000.00.**[ACTION ITEM]**

***Mr. President, on the recommendation of the Parks & Recreation Committee, I move to enter into an Agreement with David York Sports for the furnishing of Heavy-Duty I-Beam grandstands and Press Box (via COSTARS #DYSI30166+PB) with powder coated aluminum front skirt in the total amount of $479,683.00 and adding a metal panel siding on the press box with brick fascia below the window for an additional $11,000.00.***

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| **Motion By: M-3** | Mr. Frombach |
| **Second By:** | Mr. Carnevale |

| Member | AYE | NAY | Member | AYE | NAY |
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| Mr. Trent | X | | Ms Fox | | |
| Mr. Carnevale | X | | Mr. Schubert | X | |
| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Ayoob | X | | Manager Zboyovsky | X | |

President Vickless said, "Motion carried." ALL AYES.

n. Consider not opening the Brentwood Swimming Pool and Concession Stand in 2014 due to construction activities associated with the Bleacher and Press Box Projects. **[ACTION ITEM]**

***Mr. President, on the recommendation of the Parks & Recreation Committee, I move the Borough not open the Brentwood Swimming Pool and Concession Stand in 2014 due to construction activities associated with the Bleacher and Press Box Projects.***

| **Motion By: M-4** | Mr. Frombach | | | | |
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| **Second By:** | Mr. Carnevale | | | | |
| Member | AYE | NAY | Member | AYE | NAY |
| Mr. Trent | X | | Ms Fox | | |
| Mr. Carnevale | X | | Mr. Schubert | X | |
| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Ayoob | X | | Manager Zboyovsky | X | |

President Vickless said, "Motion carried." ALL AYES

Mr. Carnevale: Manager Zboyovsky will talk with Baldwin about the Brentwood residents going to the Baldwin pool for the 2014 season.

Manager Zboyovsky: The Baldwin Manager will bring this to the Baldwin Council to honor the Baldwin resident rates for Brentwood residents. When we get all the information it will be in the InCommunity Magazine.

Dr. Pasquantonio: Can we notify Whitehall and see if the residents could go over there to swim.

Ms Simmons: I already contacted Whitehall and have not heard back yet.

Mr. Carnevale: I don't know if we want to go to other Boroughs, we have an agreement with Baldwin Borough and not Whitehall.

o. Other Item

**13. Public Safety Committee –** Mr. Pasquale Carnevale stated the following will be addressed at the Council meeting:

a. Consider the Police Chief's monthly report for the period ending January 31, 2014.

b. Consider donating three (3) mountain bikes from the Police Department to Children's Hospital of Pittsburgh Department of Public Safety.

c. False Alarm Ordinance

| Question By/Topic: | Mr. Carnevale; We have a False Alarm Ordinance. I want that changed; depending on how many times the alarm goes off, after the fourth time the resident is charged a $100 fine. When people get old, I don't think we should fine them for the false alarms; this is a lot of |
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| | money for an elderly person. I would like to have that changed.<br><br>President Vickless: Has anybody been fined for this?<br><br>Mr. Carnevale; I don't know, we have to ask the Chief if anyone was fined.<br><br>President Vickless: I know the reasons for it, years ago, it was the businesses having the false alarms going off and the Borough responding with emergency equipment. The questions is it an actual false alarm and how it is reported. This would be an expense for the Borough to have the emergency vehicles to respond to numerous false alarms. I don't think it was intended to be directed to residents. What do you think the solution should be?<br><br>Mr. Carnevale: I think for people with dementia, the elderly, there are emergencies; but sometimes they just want to talk to someone. I don't think anyone sets these off intentionally as a false alarm.<br><br>President Vickless: If a business has a malfunctioning alarm system, our emergency vehicles musts respond, the business owners must take care of their equipment. There has to be a middle ground on not doing anything about it and finding someone that is actually sick. There needs to be discretion by the responding agencies answering the emergency call.<br><br>Mr. Frombach: There has to be a definition based on medical alert alarms vs. a burglar alarm; I don't think a medical alert alarm should be considered a false alarm. More and more residents have burglar alarm systems installed in their home; and they also malfunction. I think that is the issue and we need to check with the Chief next week and get his information on where the alarm goes, is it to the police department or to the alarm system company. Discussion continued.<br><br>Mr. Trent: How many mountain bikes do we have? I think we should keep one bike for a part time officer for the park; this was discussed at the last safety meeting. It wasn't discussed any further, but I think to donate all the bikes limits our ability to do that; unless we buy a new one. With the Dek Hockey, games up on Radisson Road, etc. I think they could respond quicker.<br><br>Mayor Troy: I think it is a great idea they can get there quicker. I like the bike patrol.<br><br>President Vickless: When we purchased the mountain bikes, the officers do have to be trained; there may be a training aspect before they can actually patrol. We do have officers that are trained, but, if we hire a new part time officer for the park do we want to spend money on training. I don't think that is what we are looking for. We could donate two (2) bikes and keep one and if viable we can keep it. |

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| | Mayor Troy: I can check with the Chief and see what the inventory is. |

d. Other Items

**14. Community Affairs Committee –** Dr. Robert Pasquantonio stated the following will be considered at the Council meeting.

a. Consider authorizing the Fourth of July Race Committee the use of Borough's Bulk Mailing Permit at Cost.

b. Consider authorizing the Fourth of July Parade Committee the use of the Borough's Bulk Mailing Permit at Cost.

c. Other Items

**15. Special Committees –** President Vickless if any Council person wishes to comment on the following committees please do so now.

a. Bleacher/Press Box Committee [Update]

b. Strategic Planning Committee [Update]

   a. Survey

c. Borough's Association – Consider Resolution No. 2014-xx; Recognizing Kathy DePuy as President of the Borough's Association.

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| Question By/Topic: | Mr. Frombach: Council is requesting to do a Resolution from Council recognizing Kathy DePuy as President of the PSAB for 2013; Ms DePuy is also on Whitehall Borough Council. |

d. Park Security Committee [Update]

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| Question By/Topic: | Mr. Carnevale: I would like to discuss the park security. During the day we have the crossing guards working in the park; they work 12 Noon to 8:00 P.M. seven days per week. There are three (3) ladies that rotate; we would hope to keep them on. Then we are looking to hire a part time police officer at $12.37 per hour to work the park from 6:00 P.M. to 2:00 A.M. for one (1) year; just this year alone. We will try to get the cameras for next year; we are looking to have the cameras to do everything. But this year we are looking to just hire that police officer to have him there seven days per week; you would have to possibly hire two or three to rotate them to work so many hours per day.<br><br>Mayor Troy: They would be part of the Collective Bargaining Agreement.<br><br>Mr. Carnevale: Yes they would be part of the Collective Bargaining |

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| | Agreement. We could look into that to see if the Chief can waive everything and just leave them for the park; he can't come in and grab them when he pleases, I don't think he wants to grab them anyway. There could be a time when he is short, he is one of our men, and we would pull him. We hope that would not happen; that is cheaper to hire a firm that comes in here to be a security guard down in the park. So we could hire a part time police officer at $12.37 per hour and I don't know why we don't do that. But, talk to the Chief on that and if not, consider hiring a firm.<br><br>Mayor Troy: We may have a problem with scheduling for the park.<br><br>Mr. Carnevale: Nothing to do with the scheduling of the police officers; their schedule is already set aside. This is a part time police officer for the park and the park alone; it would not be on the police schedule, it is not taking an officer off-duty, we would put together an agreement and have the union sign off on it.<br><br>Mayor Troy: Councilman Trent came up with a good idea and I actually approached the Chief on it; with respect to utilizing the school police, who are off during the summer because school is not in session. The Chief said that would be problematic.<br><br>Mr. Carnevale: We wouldn't know what to pay him. The school has a part time police force, not a full time. I don't know what they pay, I do know what we pay our officers. We would have to get the union to sign off on this. We did have the union sign off on other things at other times. It is the cheapest way to go.<br><br>Mayor Troy: I suggest we sit down with the Chief and talk about it.<br><br>Mr. Trent: We agreed we want someone with arresting powers in the park; we don't want a security guard that the children won't take seriously.<br><br>Mr. Carnevale: This person has to have the power down at the Dek Hockey, there are so many people down there, we need somebody down there with power and the part time officer will have the power. When the lady is down there, they do what they want any way. Some people may listen to her; some people don't listen to her. If a police officer walks down there he shows power.<br><br>Mr. Trent: Particularly at dusk, it is more appropriate.<br><br>Mr. Carnevale: We could look at one guard over at the school, I don't know what they make.<br><br>Mr. Trent: The only ideas was that the officers at the school already know the children, they have arresting powers and they are off work for the summer. For all we know, when we advertise they may apply anyway. |

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| | Mayor Troy: We would have to go through Civil Service; there is a typical process that you have to go through.<br><br>Mr. Carnevale: I don't know about Civil Service. I think the Chief is wrong.<br><br>Mayor Troy: That is what the Chief told me; but, let's talk about it. |

e. Borough Building Committee [Update]

f. Walking Trail Committee [Update]

**16. Old Business –** None.

**17. New Business –** None**.**

**18. Public comment – Please try to limit remarks to 3 minutes.**

a. Walt Bugielski, came before Council as resident of the Borough, not affiliated with the BVFC, regarding the aluminum benches at the Dek Hockey, there is no facility place to sit. With a bid coming up, maybe have several used bleachers at the Dek Hockey for spectators on the hillside. It is a beautiful facility in the park but where will you put the spectators. What provisions are you considering regarding seating for spectators?

President Vickless: We are looking into this or actually purchase a seating system for there because there are a lot of issues because of safety. We would have to build our own supports into the hillside. We do want to use the materials that we have, but it may be more expensive or less safe than going out to get some type of seating that is made for that hillside.

Mr. Carnevale: Between the two parks, it is a small it is back toward the last field on the right field sides. That is where we want to put the stands for Tee-ball and put a playground around there next to the pavilion.

President Vickless: We need to find out what we are doing with the new facilities; we need to find out what works and what doesn't. This is a new project.

Walt Bugielski,: You talk about the Civic Center, how many rentals were there over the past years. Look at the last nine months of the year and our organizations on the fields; the park is utilized to the max. How do you plan to rent his hall with 100 people, with 50-60 cars? Where will they park? Where will you provide the extra 50-60 parking spaces? You need to provide parking or shuttle?

President Vickless: It is a concern; we have discussed this, if we move forward there are different options. We need to look into different options and explore. It is a scheduling aspect. Tonight is not a final plan; it is the beginning of a new process to explore problems and see if there are solutions for it. Some of the functions at the Civic Center will be limited and at certain hours. Obviously on a Friday night in September when Brentwood has a football game, we will not schedule a wedding at the Civic Center.

> Walt Bugielski: It is a great idea; it has to have a control factor on how you get people there for parking. You have pool parties, basketball, baseball, Dek Hockey etc.

President Vickless: It is up to the police to control.

Dr. Pasquantonio: Your points are good. That is telling me we have to set up parameters to work, if not, you will have confusion. They are legitimate points.

**19. Adjournment. The meeting adjourned at 9:25 P.M.**

| **Motion By: M-5** | Mr. Carnevale | | | | |
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| **Second By:** | Mr. Trent | | | | |
| Member | AYE | NAY | Member | AYE | NAY |
| Mr. Trent | X | | Ms Fox | | |
| Mr. Carnevale | X | | Mr. Schubert | X | |
| Mr. Frombach | X | | Mr. Vickless | X | |
| Dr. Pasquantonio | X | | Mayor Troy | X | |
| Solicitor Daley | X | | Manager Zboyovsky | X | |

President Vickless stated, “Motion carried.” ALL AYES.

Respectfully submitted,

Mary Lou Garase
Administrative Assistant